

## APPLICATION CHECKLIST

**The components of the application must be arranged in the following order:**

- \_\_\_\_\_ 1. Application Form
- \_\_\_\_\_ 2. Organizational Structure
- \_\_\_\_\_ 3. Financial Statement
- \_\_\_\_\_ 4. IRS letter (nonprofit) or statement of authorization (governmental agency)

The original application and eight (8) copies shall be submitted to:

**Mailing Address:**

Tennessee Department of Agriculture  
Regulatory Services - Animal Health  
Attention: Tina Rogers  
P. O. Box 40627  
Nashville, TN 37204

**Physical Address for deliveries:**

Ellington Agricultural Center  
Edward S. Porter Building  
Attention: Tina Rogers  
440 Hogan Road  
Nashville, TN 37220

**NOTE:** DO NOT submit applications in binders, notebooks, etc. Each of the eight (8) sets is to be stapled.

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**DUE TO THE VOLUME OF APPLICATIONS FOR REVIEW,  
PLEASE SUBMIT ONLY DOCUMENTS REQUESTED. DO NOT  
INCLUDE NEWSPAPER ARTICLES, NEWSLETTERS, IRS  
DOCUMENTS OTHER THAN THE IRS APPROVAL LETTER, ETC.  
IN YOUR APPLICATION.**

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**Applications must be RECEIVED in the Tennessee Department of Agriculture,  
Regulatory Services - Animal Health Division office by 4:30 p.m. on MONDAY,  
JUNE 2, 2008. Faxed or e-mailed materials will NOT be accepted.**